The following is an accessibility checklist that was produced by the National Endowment for the Arts and the National Assembly of State Arts Agencies. The information presented here is to help your organization make your existing facility more usable for people with disabilities. Please note that this checklist does not cover all of the ADA's requirements, and is not for facilities undergoing new construction. The checklist does not cover Title III's requirements for nondiscriminatory policies and practices. These guidelines are in the process of being updated; the new checklist will be available Fall, 2002.

This document refers to several "Guides" to assist you. These guides include:
- **Arts and 504 (NEA publication)**
- **Design for Accessibility: An Arts Administrator's Guide (NEA, NASAA)**

Both of these documents are available for review at the Arts Commission office.

If you have any questions concerning your Accessibility Plan, please contact ADA/504 Coordinator Mary Liniger Hickman at (202) 724-5613, (202) 727-3148 (TDD), mary.hickman@dc.gov (email).

Arts Accessibility Checklist
Design for Accessibility: An Arts Administrator's Guide

Arts Accessibility Checklist

Table of Contents

A.   **Policies and Practices**

Question: **Appointed and trained a staff member as your organization's 504/ADA Coordinator. [28 CFR Sec. 35.107(6)]**
    Yes   _____
    No   _____

    Name: _____
    Title: _____
    Office: _____

Guidance: **A staff member of your organization must sign a self-evaluation document and a transition plan (if required) committing your organization to accommodations for disabled visitors and staff.**

    See <u>Guide</u>, Tab 5: 504/ADA Coordinator's Job Description.

    See <u>The Arts and 504 Handbook</u>, "Step 1," page 8.

Question: **Identified and contacted people and organizations representing people with disabilities in the area you serve. [28 CFR Sec. 35.105]**
    Yes   _____
    No   _____

Guidance: **See <u>Guide</u>, Tab 1, Part III, and Tab K.**

    See <u>The Arts and 504 Handbook</u>, "Disabled Person Defined," page 13; and "Steps 4 and 5," pages 9-10.

Question: **Established a grievance procedure to resolve complaints relating to or involving people with disabilities. [28 CFR Sec. 35.107(b)]**
    Yes   _____
    No   _____

    Date: _____

Guidance: **See <u>The Arts and 504 Handbook</u>, "Enforcement," page 6; "504 Compliance," page 14; "Grievance Procedure," page 15; and "Step 7," page 10.**

    See <u>Guide</u>, Tab 12: Sample Grievance Procedures.

Question: **Appointed a 504/ADA advisory committee to assist in evaluating your policies, facility, programs, and other activities.**

    504/ADA Advisory Committee members include:

* **At least one board member as 504/ADA board liaison**
  Yes _____
  No _____

* **Staff members, including program and administrative**
  Yes _____
  No _____

* **Person with limited mobility**
  Yes _____
  No _____

* **Person who is deaf or hard-of-hearing**
  Yes _____
  No _____

* **Person who is blind or partially sighted**
  Yes _____
  No _____

* **Person who has a learning disability**
  Yes _____
  No _____

* **Representatives from other groups, including those that serve older adults, people with developmental disabilities, arts service groups, and potential funders.**
  Yes _____
  No _____

Frequency of meetings/consultations: _____

Guidance: The Advisory Committee should be included in evaluating access to your facility and programs, staff awareness education, planning for improved access, implementing improvements, and marketing/audience development efforts.

See **Guide**, Tab 6: Advisory Committee.

See **The Arts and 504 Handbook**, "Step 6," page 10.

Question: Educated your organization's staff and board members on how Section 504 and the ADA impact programs and activities.
Yes _____
No _____

Dates of access seminars: _____

Guidance: The Advisory Committee may help plan and conduct awareness seminars for staff, board members, and panelists.

See **The Arts and 504 Handbook,** "Step 3," page 9; and "Programs Affected," page 13.

Question: Conducted and completed the 504/ADA self-evaluation, and have the completed, signed form on file.

The self-evaluation contains:

* Your 504/ADA advisory committee members
  Yes _____
  No _____

* A description of each of the organization's current programs in terms of its access to each kind of disability
  Yes _____
  No _____

* Present program modifications that improve accessibility
  Yes _____
  No _____

* A description of employment practices (including methods of advertising and recruiting)
  Yes _____
  No _____

* A description of policies, practices, and services examined and problems identified, including any communication barriers
  Yes _____
  No _____

* A description of proposed improvements to policies, practices, and services and time schedule to accomplish the modifications
  Yes _____
  No _____

* An evaluation of each building (including rented spaces) where program and administrative activities take place)
  Yes _____
  No _____

* Access requirements for public amenities (parking, telephones, water fountains, toilets, building guides, signs, restaurants, gift shops, etc.)
  Yes _____
  No _____

* Identified physical barriers that limit access
  Yes _____
  No _____

*   **Suggestions to overcome those limitations**
         Yes   _____
         No   _____

*   **A copy of established grievance procedures for complaints**
         Yes   _____
         No   _____

Reference/date: _____

[28 CFR Sec. 35.105]

Guidance: **Recipients of Arts Endowment funds are required to certify that their programs and activities are and/or will be conducted in compliance with the Endowment's regulations implementing Section 504 and Title II of the Americans with Disabilities Act (ADA).**

The <u>Checklist for Existing Facilities</u> and Addendum should be helpful in evaluating structural access. Also see "Assembly Areas" and "Emergency Evacuation." These checklists may be used to satisfy a portion of the Endowment's self-evaluation requirements.

See <u>Guide</u>, Tab 8 and Tabs 14-20 for discipline-specific program evaluation.

See <u>The Arts and 504 Handbook</u>, "Self-Evaluation," page 5; "Step 1," page 8; and "Step 7," page 10.

See <u>Section 504 Self-Evaluation Workbook</u>.

Accessibility is a work in progress as new technologies and ways to increase access are developed. It is recommended that the self-evaluation plan be reviewed and updated on a regular basis.

Question: **If any physical barriers exist, created a transition plan that is incorporated into your long-range plan, which establishes when and how needed improvements will be made in your facility.**

The plan includes:

*   **All physical barriers that limit access to your services and programs**
         Yes   _____
         No   _____

*   **Methods, including fund-raising, that will be used to make facilities accessible**
         Yes   _____
         No   _____

*   **A schedule for completion of steps necessary to achieve full accessibility**

Yes   _____
No   _____

Completion date: _____

Date last reviewed: _____

[28 CFR Sec. 35.150(d)]

Guidance: See <u>The Arts and 504 Handbook</u>, "Steps 8, 9, 10," pages 11-12; and "Self-Evaluation," page 5.

ADA requires that all public accommodations requiring structural changes must be accessible by January 26, 1995. Under the Endowment's 504 Regulations, this work should already be completed.

The self-evaluation document and transition plan should be reviewed periodically to assess the organization's progress.

[28 CFR Sec. 35.105(a)]

Question: Board developed resolution, mission statement, and goals concerning access for people with various disabilities.
Yes   _____
No   _____

Date approved: _____

Guidance: Your organization's policies, mission statement, and guidelines should clearly communicate commitment to make activities and programs accessible to citizens with disabilities. These goals may be included with initiatives for underserved audiences, cultural diversity, etc. Policies and practices should be reviewed in terms of accessibility, e.g., employment procedures, and fee structures.

See <u>The Arts and 504 Handbook</u>, "Step 3," page 9; "Step 7," page 10; "Step 5," page 10; and "Obligations to Communicate," page 19.

See <u>Guide</u>, Tab 21: Public Information for methods of making public notice accessible; and Tab 22: Communications.

Question: Publicized policy that your programs/activities do not discriminate on the basis of disability in admission, access, or employment.
[28 CFR Sec. 35.106]
[426.S.C. Sec. 12115]
Yes   _____
No   _____

Question: Clear language concerning access for people with various disabilities is included in:

      *   **Organization's official publications**
             Yes   _____
             No   _____

      *   **Guidelines**
             Yes   _____
             No   _____

      *   **Orientation packages for staff, grantees/constituents, or volunteers**
             Yes   _____
             No   _____

      *   **Publicity materials**
             Yes   _____
             No   _____

      *   **Materials and presentations for public meetings, conferences, and forums**
             Yes   _____
             No   _____

Guidance: Examples for Funding Guidelines:

Access. Because the achievement of access for disabled people, as directed by federal law, frequently requires long-range planning and budgeting, the [Organization] encourages applicants to consider access issues in early planning stages of programs and services. Costs of program accommodations for people with various disabilities (e.g., audio description, sign language interpreters, cassette recordings of printed materials, or large print labeling) are generally eligible project costs.

Review Criteria. Demonstration of a partnership with community through programming activity and actions designed to include a broad range of culturally diverse audience members as well as older adults and individuals with disabilities.

Question: Established budget for ongoing access services.
      Yes   _____
      No   _____

Guidance: Budget for access services (e.g., sign language interpreters, readers, personal assistants for panelists) may be line itemed in budgets. At a minimum, these costs should be included in administrative expenses and staff/volunteers notified of its availability for such services.

B. Employment

Is covered under Title I and II of the 1990 Americans with Disabilities Act

Question: **Individual(s) with disabilities participate in this organization as:**

* **Employees (including administrators, educators, artists)**
  Yes _____
  No _____

* **Board members****
  Yes _____
  No _____

* **Panelists/Consultants****
  Yes _____
  No _____

* **Artists****
  Yes _____
  No _____

* **Volunteers****
  Yes _____
  No _____

* **Interns****
  Yes _____
  No _____

* **Program/class participants****
  Yes _____
  No _____

Guidance: **The ADA defines an "individual with a disability" as a person who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or is regarded as having such an impairment. This includes people with life threatening illnesses, such as individuals with AIDS and HIV, the AIDS virus.**

** May or may not be employees, depending on your particular relationship.

Question: **Recruitment materials contain a nondiscrimination policy statement.**
Yes _____
No _____

Guidance: **The ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to**

recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

Sample Language:
[Organization] does not discriminate on the basis of disability . . . in admission or access to, or employment in, its programs or other activities.

Question: **A reasonable accommodation was made for an employee.**
Yes _____
No _____

Guidance: **Reasonable accommodation may include modification to a facility, modified work schedule, computer-adapted hardware, restructuring a job, providing qualified readers or interpreters, or a desk magnifier.**

Question: **Employment notices, and other relevant information are in accessible multimedia primarily used by people with various disabilities.**
Yes _____
No _____

Guidance: **Multimedia includes computer bulletin boards and newsletters used by people with disabilities, as well as radio reading services, and presentations at meetings organized by groups that serve disabled people.**

Question: **Provide and support appropriate services for applicants or employees with disabilities.**
Yes _____
No _____

Guidance: **Accommodations may include a qualified sign language interpreter for an interview and for staff meetings or providing job announcements in alternate formats.**

See Guide, Tab 3: Interviewing Applicants with Disabilities, Questions You May or May Not Ask.

Question: **A recruitment-outreach plan was created.**

Employment policies and practices do not discriminate against disabled people in all terms, conditions, and privileges of employment:

*   Recruitment
Yes _____
No _____

   *   **Hiring, promotion, termination, or rehiring**
     Yes _____
     No   _____

   *   **Rates of pay or compensation**
     Yes _____
     No   _____

   *   **Job classifications**
     Yes _____
     No   _____

   *   **Sick leave and other leave policies**
     Yes _____
     No   _____

   *   **Fringe benefits**
     Yes _____
     No   _____

   *   **Financial support for training**
     Yes _____
     No   _____

   *   **Employer sponsored activities, including social or recreational programs**
     Yes _____
     No   _____

   [29 CFR Sec. 1630.4]

Guidance: **Both Section 504 and Title I of the ADA require that organizations shall not discriminate against an applicant with a disability if he or she is qualified for the position. A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks, and who can perform the "essential functions" of the position with or without reasonable accommodation.**

   All employer-sponsored activities (e.g., staff meetings, training, luncheons, and social events must be held in physically accessible places and appropriate access services (e.g., sign language interpreters or audio describers) must be provided.

Question: **Hold periodic access seminars for administrative and front-line staff (including receptionists, program staff, volunteers, interns, guards, ushers, and box office staff)**

   [ADA Title I, 42 U.S.C. Sec. 12111 et <u>seg</u>., and implementing regulations

issued by the U.S. Equal Employment Opportunity Commission 29 CFR Part 1630]

[ADA Title II, 42 U.S.C. Sec. 12131 et seg., and implementing regulations of the U.S. Department of Justice, 28 CFR Part 35, especially 28 CFR Sec. 35.140.]

Response: *   **How often? _____**

           *   **People with disabilities assist with the training**
              Yes   _____
              No   _____

Guidance: See **The Arts and 504 Handbook**, "Staff Training," page 87. Your Access Advisory Committee may assist with the training.

Seminars may include:

*   **How to hire and work with sign interpreters and readers**

*   **How your organization makes its print materials available in alternate formats**

*   **Awareness seminars**

*   **How to use the teletypewriter**

*   **Emergency evacuation procedures for people with disabilities**

C. Checklist for Existing Facilities (Adaptive Environments Center) is on tape

D. Addendum to <u>Checklist for Existing Facilities</u>

Question: Programs and activities are held in spaces that are accessible to people with limited mobility. This includes classrooms, studios, auditoriums, gallery spaces, and reception areas. Complete the "Assembly Areas," "Emergency Evacuation," and "Interior Signage" sections of the <u>Checklist for Existing Facilities</u>.
Yes   _____
No   _____

Guidance: If not, relocate or reschedule the activities to an accessible facility while planning and making the primary space accessible.

List optional locations: _____
_____
_____

(or)

Relocate to an accessibe facility or modify one to be accessible. See <u>The Arts and 504 Handbook</u>, "Getting There," pages 23-25.

Question: The accessible entrance(s) is unlocked and open to the general public.
[<u>ADAAG</u> 4.14]
Yes   _____
No   _____

Guidance: If it is not possible to make the main entrance of an existing building accessible, the alternate accessible entrance(s) must be open to the general public, and <u>unlocked and open</u> the same hours as the main entrance.

Question: Exterior signage at primary entries meets
<u>ADAAG</u> 4.1.2(7)(c).

[28 CFR Sec. 35.107(b)]
Yes   _____
No   _____

Guidance: The accessible entrance(s) should be marked with the international accessible symbol if it is not the main entrance or if it is one of several main entrances that are accessible. Further, signs should be displayed at inaccessible entrance(s) directing visitors to accessible entrance(s).
[<u>ADAAG</u> 4.1.2(7)(c)]

Question: Raised-line orientation map or tactile model of building and room layouts (including accessible restrooms, emergency exits, program areas, and food service areas) is displayed inside the building's main accessible entrance. [ADAAG 4.30]

Yes   _____

No   _____

Guidance: Tactile maps should be available for each complex and on display where anyone can use them. They are of no value if they cannot be easily located. Further, a seated person should be able to reach all parts of the map or model.

Question: A unisex, accessible bathroom is available with enough space for a wheelchair user and a personal assistant.

Yes   _____

No   _____

Guidance: Ideally, a unisex bathroom should be provided that is large enough for a wheelchair user and spouse, friend, or personal assistant.

Question: If your organization does not own its space/facility and it is not program accessible, your organization is working with the owner to achieve such accessibility.

Yes   _____

No   _____

Date scheduled for completion: _____

Guidance: Facilities that do not comply with ADAAG cannot be legally used for public programs. It is your responsibility to work with the owners to encourage and assist compliance with the law (e.g., organizing an advisory committee or conducting an evaluation to determine needed improvements and presenting the results in writing to the owner). You may also offer to help raise funds (e.g., CDBG funds) to accomplish the work. (See Guide, Tab 10: Financial Considerations.) During this process, you should hold your activities in an accessible space. For example, you could hold all activities on the accessible first floor or temporarily relocate your activities to an accessible space (e.g., a school).

Question: If your organization tours or uses auxiliary space for programming, there is language in the contractual agreement that the space is fully accessible to people with various disabilities.

Yes   _____

No   _____

Guidance: If it is determined that the designated space is not in compliance with the

ADAAG, an accessible space should be located. If the owner/management of the facility assures access but it is found to be inaccessible, a letter/documentation should be sent outlining inaccessible features and advising that your organization cannot use the space until it is brought into full compliance. It would be helpful to refer the owner to his or her local or nearest Independent Living Center. (See **Guide**, Part III: Resources for Independent Living Centers Directory.)

Sample Language:

Owner certifies that the premises leased are in compliance with the Americans with Disabilities Act, 42 U.S.C. Sec. 12101 et seq. and all access standards issued thereunder or under applicable state law.

E. Emergency Evacuation

Question: All alarms have both visual and audible signals.
[ADAAG 4.28.2-.3]
Yes   _____
No   _____

Question: Lifts are equipped with emergency generator/power.
Yes   _____
No   _____

Guidance: Also see ADAAG 4.1. In case of a power outage, people must be able to exit and/or move through the building independently.

Question: Accessible emergency exits are clearly marked with access symbol.
[ADAAG 4.14, 4.30, 4.3.10]
Yes   _____
No   _____

Guidance: Exit

Question: There is sufficient lighting along the accessible routes, corridors, and exits.
[ADAAG 4.30.8, 4.3]
Yes   _____
No   _____

Question: Floor plans (e.g., print or tactile maps and models) include designated accessible exits and/or refuge areas, which are clearly marked.
Yes   _____
No   _____

Guidance: This helps to familiarize staff and visitors with such important information.

Question: Emergency signage/information, including floor plans, is mounted at an appropriate height above floor and meets signage requirements.
[ADAAG 4.30]
Yes   _____
No   _____

Guidance: See Guide, Tab 21: Public Information.

See <u>The Arts and 504 Handbook</u>, page 44.

Question: **Staff education on emergency evacuation, including evacuation procedures.**
Yes _____
No _____

Guidance: **Staff should be trained to assist and to direct people with disabilities to accessible exits or areas of refuge (e.g., how to assist someone using an evacuation chair).**

F. Interior Signage

Used to communicate direction, access, rules, safety, and other information

Question: Signs are displayed at an approximate height to be read by a person in a seated position.
[**ADAAG** 4.30.6]
Yes _____
No _____

Guidance: Signs should be centered at 60" as a center line above the floor. [**ADAAG** 4.30.6]

Question: Characters and symbols have a solid background.
[**ADAAG** 4.1.2(7); 4.30.5]
Yes _____
No _____

Guidance: **ADAAG** requires signage background or characters to be eggshell, matte, or other non-glare finish.

Question: Characters and symbols contrast with background (a minimum of 70%).
Yes _____
No _____

Question: Characters and letters are in sans serif or simple serif fonts with no script or serifed italics.
Yes _____
No _____

Guidance: Example:
Ramped Entrance

Question: Characters and letters have a width-to-height ratio between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10.
[**ADAAG** 4.30.2]
Yes _____
No _____

Guidance: Example:
Width to Height Ratio

Question: Characters and letters are sized according to viewing distance but none are

smaller than 18 point (1/4") and at least 3" tall when displayed on a wall or suspended 80" or more from the floor. [<u>ADAAG</u> 4.30.3]

Yes   _____

No   _____

Guidance: Characters should be at least 1" tall when mounted on a wall within 66" of the floor.

Question: Access symbols are used to communicate information. [<u>ADAAG</u> 4.30.4]

Yes   _____

No   _____

Guidance: Symbols not only highlight access accommodations, but are understood by people who do not read English, including young children. For example, the TTY symbol is used to indicate the location of a teletypewriter.

See <u>Guide</u>, Tab 21: Disability Access Symbols Project.

Question: Symbols are accompanied with appropriate language that refers to the accommodation (not who may use it).

Yes   _____

No   _____

Guidance: **Accessible Parking**

Ramped Entrance

Amplified Telephone

Assistive Listening System is Available

See <u>Guide</u>, Tab 21: Disability Access Symbols Project.

G. Assembly Areas

For performing arts, film presentations, conferences, seminars, and other programs.

Question: The number of wheelchair seating spaces meet or exceed __ADAAG__ minimum requirements:
[__ADAAG__ 4.1.19]

Guidance:

Capacity of Seating in Assembly Areas	Number of Required Wheelchair Locations
4-25	1
26-50	2
51-300	4
301-500	6
over 500	6, plus 1 additional space for each total seating capacity increase of 100

[__ADAAG__ 4.1.19]

Question: The size and floor surface of wheelchair seating spaces meet __ADAAG__ 4.33.2 guidelines.
Yes _____
No _____

Guidance: Minimum requirements for wheelchair seating space is 48" deep if entered from rear and 60" deep if entered from the side. Floor surface must be level, stable, firm, and slip resistant.
[__ADAAG__ 4.33.2-.4]

Question: Wheelchair seating spaces are integrated into and dispersed throughout the seating areas that are used by general public--with sight lines comparable to those of all viewing areas:
[__ADAAG__ 4.33.3]

* **For fixed seating areas**
Yes _____
No _____

* **For movable seating areas**
Yes _____
No _____

Guidance: Integrated and dispersed seating spaces provide a choice of ticket prices and a choice of locations within the regular seating area and adjacent seating for friends, spouses, or personal assistants. See __The Arts and 504 Handbook__, diagram, page 69.

Question: A seat is reserved directly adjacent to each wheelchair space for friend/spouse.
[**ADAAG** 4.33.3]
Yes _____
No _____

Guidance: Everyone should be able to sit with whoever comes with them.

Question: A minimum of 1% of all fixed seats are aisle seats with removable or no armrests on the end/aisle seats, which are identified with a sign or marker.
[**ADAAG** 4.1.3(19)]
Yes _____
No _____

Guidance: Seats with removable armrests make it easier for people to transfer from wheelchairs to seats, people who use crutches, and others with limited mobility.

Question: Adjacent fixed seats to wheelchair spaces have removal armrests for easy transfer. [**ADAAG** 4.1.3(19)]
Yes _____
No _____

Guidance: When a wheelchair user chooses to transfer to a seat, the seating space provides a place to store the chair. The wheelchair should always be at their side so they may move about independently and in case of emergency. Also, the space may be used for a guide dog.

Question: Fixed seats with an installed listening system are located within a 50 foot viewing distance of the stage area.
[**ADAAG** 4.33.6]
Yes _____
No _____

Guidance: A permanent assistive listening system must be installed if the assembly area has fixed seats and either accommodates 50 persons or more, or has an audio amplification system.
[**ADAAG** 4.1.3(19) and 4.33]

Question: Signage notifying patrons of the availability of wheelchair accessible seating is posted at the ticket office.
[**ADAAG** 4.1.3 (19)]

Yes   _____
No   _____

Guidance: **Wheelchair Accessible Seats Are Available**

Question: **The following are wheelchair accessible:**

* **Performance areas, including stage and pathway or egress to it [ADAAG 4.33.5]**
  Yes   _____
  No   _____

* **Classrooms and pathway or egress to them**
  Yes   _____
  No   _____

* **Platform for speakers, panelists, and pathway or egress to it**
  Yes   _____
  No   _____

* **Orchestra pit and pathway or egress to it [ADAAG 4.33.5]**
  Yes   _____
  No   _____

* **Dressing rooms with restroom and pathway or egress to them [ADAAG 4.1.3(21) and 4.33.5]**
  Yes   _____
  No   _____

* **Control booths and pathway or egress to it [ADAAG 4.33.5 and 4.35.1-.5]**
  Yes   _____
  No   _____

* **Controls (e.g., light switches, stage controls, faucets, and controls for video displays) meet height, reach, and grasp requirements [ADAAG 4.33.5]**
  Yes   _____
  No   _____

Guidance: **Maximum slope of ramps to stage or platform areas is 1:12 (1" vertical rise to 12" horizontal run). A 1:20 slope is more comfortably used by people with limited mobility and individuals with heart or upper respiratory problems. Further, level landings at prescribed distances are required for longer ramps. (See ADAAG 4.8 for details on minimum requirements for ramps, slope, width, landings, handrails, and surface.)**

Controls and mechanisms used to perform various operations should be within reach and operable with one hand. [ADAAG 4.27]

H. Registration, Box Office, or Reception Area

Question: Service counter top is a maximum of 36" high.
[**ADAAG** 7.2(2)]
Yes _____
No _____

Guidance: A section of the counter with 36" maximum height may be provided adjacent to the inaccessible one.

Question: Aisle is at least 36" of clear width leading:

* To and in front of the service counter [**ADAAG** 7.2(2)]
Yes _____
No _____

* From ticketing location to reserved wheelchair space to the main entry and restrooms [**ADAAG** 4.3]
Yes _____
No _____

Guidance: A 60" diameter for a 180□ turn is required. It is important to train staff, including maintenance and cleaning staff, concerning the importance of keeping trash receptacles, boxes, ashtrays, and furniture clear of the accessible pathways and elevator panels.

Question: Raised-line orientation map or tactile model of building and room layouts (including program areas, accessible restrooms, food service areas, and emergency exits) is displayed for visual and tactile use.
[**ADAAG** 4.30]
Yes _____
No _____

Guidance: Tactile map or model should be displayed appropriately so that a seated person may reach all parts of it comfortably.

Question: If telephone information/registration is provided to the general public, registration or information areas/box office equipped with a teletypewriter (TTY/TT).
[**ADAAG** 4.30, 4.31]
Yes _____
No _____

Question: A teletypewriter (TTY/TT) is on a separate line dedicated to that service.
Yes _____

No _____

Question: **A public phone is equipped with a teletypewriter (TTY/TT).**

     or

     The TTY located at the information area/box office is available for public use.
Yes _____
No _____

Guidance: **Signage with TTY logo is posted indicating its location. At a minimum, provide a shelf and an electrical outlet next to a public phone to accommodate a portable teletypewriter.**
[ADAAG 4.31.9]

Question: **A public phone is equipped with a volume control device and identified with the symbol.**
Yes _____
No _____

Guidance: **For new construction, 25% of, but never less than one, public telephones provided are equipped with a volume control. [ADAAG 4.1.3(17b)]**

Question: **Offer free or discounted tickets/admission for patrons/participants who are:**

    *   **Personal assistants**

    *   **On fixed/low income, including students, retired people, and others**
Yes _____
No _____

Guidance: **Offering free and/or discounted tickets should be based on need --a person's need for a personal assistant, or their economic needs. Some groups offer people with disabilities the same discounts as students or older adults on a request basis.**

I. Meetings

Including conferences, seminars, and panels

ADA 28 CFR Secs. 35.149, 35.160, 35.161, 36.303, and 36.308

Question: Care is taken to assure that people with disabilities, as with individuals who are culturally diverse, are represented at meetings as:

     *   **Speakers**
           Yes   _____
           No   _____

     *   **Panelists**
           Yes   _____
           No   _____

     *   **Artists**
           Yes   _____
           No   _____

     *   **Participants**
           Yes   _____
           No   _____

Guidance: Studies show that when underserved populations are under represented in cultural activities, they are underserved as well.

Question: Pre-meeting information (e.g., letters, registration materials and/or program brochures) contain:

     *   **TTY phone number where other phone numbers are listed**
           Yes   _____
           No   _____

     *   **Relay phone number**
           Yes   _____
           No   _____

     *   **For meetings held in locations outside the organization (e.g., a hotel), the TTY or relay number for the meeting site is listed**
           Yes   _____
           No   _____

Question: When selecting a meeting site outside your facility, an access expert is consulted to assure the meeting site is physically accessible, including meeting rooms, receptions space, dining areas, hotel rooms, parking, and off-site events.

Yes _____
No _____

Guidance: The local Independent Living Center or other access groups may provide information on accessible meeting sites or an access expert to survey a potential site. See Guide, Part III: Directory of Independent Living Programs.

You may obtain a copy of the free publication, Accommodating All Guests: The Americans with Disabilities Act and the Lodging Industry, written by John Salmen, by contacting the American Hotel & Motel Association (1201 New York Avenue, N.W., Washington, DC 20005-3931, 202-289-3100).

Question: Meeting may be accessed by public transportation or by reasonable taxi fare.
Yes _____
No _____

Question: Offer to send participants with disabilities, in advance of the meeting, the following:

*   A map and/or written directions to meeting
Yes _____
No _____

*   A floor plan of meeting areas that includes restrooms, accessible entrances, and food service areas
Yes _____
No _____

*   Information on wheelchair accessible transportation (e.g., van service to/from airport)
Yes _____
No _____

Question: Participants are asked in advance of meeting if they need any services at the meeting including:

*   Accessible hotel room
Yes _____
No _____

*   TTY (TT/TDD) at meeting site
Yes _____
No _____

*   Assistive listening system

Yes   _____

No   _____

*   **Computer-assisted notetaking**

       Yes   _____

       No   _____

*   **Print materials in alternate format, including audio cassette, computer disk, large print, and Braille**

       Yes   _____

       No   _____

*   **Audio description for audio visuals**

       Yes   _____

       No   _____

*   **Caption or sign/oral interpreters for audio visuals**

       Yes   _____

       No   _____

Guidance: **For meetings that are open to the public, a full range of access services should be provided.**

       For meetings that require registration, only those services that are requested must be provided. See Guide, Tab 21: "Advertising Accessibility: Tips for Successful Marketing" for sample registration form language.

Question: **For participants who cannot use traditional print, print materials (e.g., agenda, panel book, discussion papers) are sent well in advance of meeting:**

*   **In the selected alternate format**

       Yes   _____

       No   _____

*   **Funds for a reader are provided to read materials to participant prior to meeting**

       Yes   _____

       No   _____

Guidance: **When there are large amounts of pre-meeting materials to read (e.g., a panel book), it may be more convenient and time saving for both staff and the participant/panelists to provide funds for the participant/panelist to hire a reader. See "Print Materials" of this Checklist.**

Question: **Accessible vans/buses are provided for off-site meetings, including social events.**

    Yes   _____

    No   _____

Guidance: Transportation that accommodates people with limited mobility, including persons using wheelchairs as well as nondisabled participants is preferred.

Question: Staff or volunteers are offered to meet participants with disabilities at transportation terminal or at meeting site entrance to show them meeting room(s), restrooms, and food service area.
Yes _____
No _____

Guidance: As with all participants, every effort should be made to assure everyone's comfortable participation.

Question: There is an accessible route, a 36" clear pathway to/from meetings, restrooms, dining areas, registration area, and entrance, as well as to panel table, or in audience seating.
[ADAAG 4.3.3]
Yes _____
No _____

Question: Wheelchair seating space in all meeting rooms is integrated into and dispersed throughout the regular seating area with aisles that are a minimum of 36" wide. [ADAAG 4.33.3]
Yes _____
No _____

Guidance: See The Arts and 504 Handbook, diagram, page 69.

Also see the following checklist sections: "Box Office, Registration, and Reception Areas," "Assembly Areas," "Food Service Areas," "Print Materials," and "Media."

J. Food Service

**Including restaurants, dining areas,
banquet rooms, counters, and vending areas.**

Question: At serving counters and bars where food or drink is served, there is one section of the counter that is no more than 34" above the floor and at least 60" long. [ADAAG 5.2]

Yes _____

No _____

Other elements:

* All food and elements (including tableware, condiments, and vending machines) needed by users are between 9" and 54" above the floor [ADAAG 4.1-3.35 and 5.1]

Yes _____

No _____

* Food service aisles are at least 36" of clear width.

Yes _____

No _____

Guidance: A person in a seated position must be able to reach food and tableware.

Question: Aisles to and between accessible seating locations are at least 36" of clear width. [ADAAG 5.3]

Yes _____

No _____

Guidance: The space required for a wheelchair to make a 180□ turn is a clear space of 60" in diameter.

Question: Each table has one side that is not blocked by a fixed seat or bench.

Yes _____

No _____

Question: The top of the table is between 28" and 34" from the floor. Knee space is at least 27" high, 30" wide, and 19" deep. [ADAAG 4.32.3-.4]

Yes _____

No _____

K. Gift Shops and other Merchandise Areas

Question: Merchandise counter top is a maximum of 36" high. ADAAG 7.2(2)]
             Yes   _____
             No   _____

Guidance: An auxiliary counter with 36" maximum height may be provided next to the
             inaccessible one.

Question: Aisle is at least 36" of clear width leading:

             *   To and in front of the merchandise counter [ADAAG 7.2(2)]
                      Yes   _____
                      No   _____

             *   From entrance to counters (including cash registers) to displays
                      Yes   _____
                      No   _____

Guidance: It is important to train staff, including sales, maintenance, and cleaning staff,
             concerning the importance of keeping trash receptacles, boxes, ashtrays, and
             furniture clear of the accessible pathways and elevator panels.

Question: Aisles and pathways between exhibits are at least 36" of clear width.
                              [ADAAG 4.3.3]
             Yes   _____
             No   _____

Guidance: 60" is preferred in aisle to allow room for passing and a 60" diameter is
             required to make a 180 turn.

Question: The lowest viewing point of display cases, stands, and tables measure no
             more than 36" from the floor. [ADAAG 2.2(2)]
             Yes   _____
             No   _____

Guidance: This permits objects to be in clear view of people in seated or standing
             positions, as well as people of short stature.

Question: View of exhibit is not blocked by handrails, signage, display windows, etc.
             Yes   _____
             No   _____

Guidance: Seated people should be able to see over such obstructions.

Question: **Wall-hung items are displayed at a comfortable viewing zone for both standing and seated individuals.**

Yes _____
No _____

Guidance: **See <u>The Arts and 504 Handbook</u>, diagram, page 63.**

L. Presentations and Programs

Question: Sign language or oral interpretation for at least one presentation of each production/event.
Yes _____
No _____

Question: Designated spaces for interpreters.
Yes _____
No _____

Guidance: People who lip-read need oral interpreters and those who use American Sign Language or Signed English need qualified interpreters. Lighting and placement of the interpreter(s) is an important consideration. For example, each program may require different interpreter locations. Consulting with the interpreter(s) concerning the most appropriate location is best.

Question: Audio description for at least one presentation of each production/ event.
Yes _____
No _____

Question: Designated space for audio describer.
Yes _____
No _____

Guidance: It is important to clearly designate which productions/events will be interpreted and audio described. Example:

The March 17 production of Children of a Lesser God will be audio described.

Question: Assistive listening system: [ADAAG 4.33.6-.7]

* **Infrared**
Yes _____
No _____

* **Audio loop**
Yes _____
No _____

* **FM**
  Yes _____
  No _____

* **AM**
  Yes _____
  No _____

Guidance: An assistive listening system amplifies sound and transmits it to a person's hearing aid or a receiver. In addition, it is used to transmit audio description. The minimum number of receivers should be equal to 4% of the total number of seats, but no less than two receivers. [ADAAG 4.1.3(19)b]

Question: Accessible microphones and egress to them. [ADAAG 4.3]
Yes _____
No _____

Guidance: A microphone fixed on a stand with boom and a music stand for speakers' notes or a standing microphone on a table is generally accessible to a seated person.

Question: Appropriate signage in the lobby or meeting area indicating the availability of various access services. [ADAAG 4.1.3(19)b and 4.30] Examples:

The November 1 performance of Fences will be interpreted in American Sign Language.

Hear Every Word! Assistive Listening Devices are Available at Counter.

See Guide, Tab 21: Disability Access Symbols Project; and Tab 22: Access Language and Communication.

Question: Access services are publicized in programs, registration forms, brochures, subscription materials, etc. [28 CFR Sec. 35.163; 36.303]
Yes _____
No _____

Question: Advance copies of lecture or program notes, librettos, scripts, and/or program synopses.
Yes   _____
No   _____

Guidance: Such services may assist many participants in better understanding the information and/or program.

Question: Pre-program orientations, including tactile tour of stage area or meetings with the interpreters.
Yes   _____
No   _____

Question: There are no fees for access services.
[28 CFR Sec. 35.130(f), 36.301(c), 36.303, and 36.304]
[8 CFR Secs. 35.149 and 35.160]

Guidance: Fees should never be charged for access services (e.g., headsets to use the assistive listening system). The services are the same as providing a chair or a public address system for participants so they may comfortably experience the program.

M. Exhibitions

ADA 28 CFR Secs. 35.149.60, 36.303, and 36.304

Question: Aisles and pathways between exhibits are at least 36" of clear width.
[**ADAAG** 4.3.3]

Yes _____

No _____

Guidance: 60" is preferred to allow room for passing.

Question: There are areas to sit and rest.

Yes _____

No _____

Guidance: Seating should have back and armrests

Question: The lowest viewing point of display cases, stands, and tables measure no more than 36" from the floor. [**ADAAG** 2.2(2.)]

Yes _____

No _____

Guidance: This permits objects to be in clear view of people in seated or standing positions, as well as people of short stature.

Question: View of exhibit is not blocked by handrails, signage, display windows, etc.

Yes _____

No _____

Guidance: Seated people should be able to see over such obstructions.

Question: Wall-hung items are displayed at a comfortable viewing zone for both standing and seated individuals.

Yes _____

No _____

Guidance: See **The Arts and 504 Handbook**, diagram, page 63.

Question: The signature pieces (objects that represent the theme of the exhibition) are accessible as well.

Yes _____

No _____

Guidance: For example, a foot bridge constructed for the exhibition should be wheelchair accessible.

Question: Key objects are displayed under a minimum of ten footcandles of light.

Yes   _____

No   _____

Guidance: Otherwise, it should be possible to raise light levels for visitors on a request basis.

(or)

Information on objects is provided in an alternative format that is located near the objects (e.g., photographs of objects with ten footcandles of light). The curator, registrar, designer, educator, and advisors with low vision should be included in the decision-making process.

Strength of lighting is referred to as the illumination level and is measured in units called lux (one lumen per square foot). One footcandle equals ten lux.

Question: There is a 30" x 48" clear floor space in front of audio-visual displays or computer interactives with accessible egress to them. [ADAAG 4.2.4]

Yes   _____

No   _____

Guidance: The top of the table should be between 28" and 34" from the floor. Knee space should be at least 27" high, 30" wide, and 19" deep. [ADAAG 4.32.3-.4]

Question: Controls (e.g., levers, buttons) for interactive exhibits are designed or modified to be accessible to people with disabilities. [ADAAG 4.27]

Yes   _____

No   _____

Guidance: Mechanisms to be manipulated on exhibits should be mounted at a maximum height of 54" for a side approach and a maximum height of 48" if only a frontal approach is available.

Question: Controls are operable with one hand and do not require tight grasping or twisting of the wrist.

Yes   _____

No   _____

Guidance: Controls should be at least 3/4" in their smallest dimension.

Question: Video displays are:

    *   **Open or closed captioned**
        Yes   _____
        No   _____

    *   **Audio described**
        Yes   _____
        No   _____

Guidance: In some situations, an alternate accommodation would be to place scripts of the program (with pictorial cues) next to the video display for use by the public.

Question: Manipulatives or devices requiring people to speak directly into them or to put their ears next to objects to listen are no higher than 41" from the floor.
Yes   _____
No   _____

Question: Receivers for audio presentations have individual volume controls.
Yes   _____
No   _____

Question: Instructions that are approachable within 3" are presented in high contrast, sans serif or simple serif fonts, with a minimum capital height of 1/4".
Yes   _____
No   _____

Guidance: If the keyboard is not in standard QWERTY format, it should have raised letters or symbols.

Question: Protruding wall mounted displays/objects do not protrude more than 4" from the wall unless there is a cane-detectable barrier within 27" of the ground. [ADAAG 4.4.1-2]

Guidance: For example, the backside of a staircase that is not enclosed.

Question: There should be at least 80" of clear headroom along any pathway.
Yes   _____

No   _____

Guidance: **If headroom is less than 80", there should be a cane-detectable barrier within 27" of the ground.**

Question: **Selected artifacts and objects may be touched.**
Yes   _____
No   _____

Guidance: **A blind or partially-sighted person's appreciation of an object will be substantially enhanced by exploring it through touch. The multisensory approach not only benefits people vision loss, but also enhances the experience and interpretation for children and people with learning disabilities.**

Question: **Small tactile models of large sculpture or objects.**
Yes   _____
No   _____

Guidance: **Everyone, including a person in a seated position, should be able to reach all sides of the model.**

Question: **Audio described tours are offered of paintings, prints, and objects that cannot be touched.**
Yes   _____
No   _____

How often? _____

Guidance: **Docents and volunteers must receive specific training to describe art and objects for individuals who are blind or partially sighted. See <u>Guide</u>, Tab 14: Visual Arts Resource List.**

Question: **Sign and oral interpreted tours.**
Yes   _____
No   _____

How often? _____

Guidance: **Many people who are deaf use American Sign Language, a distinct language, others use Signed English or oral interpretation. In any case, it is important to have a qualified interpreter who is able to effectively convey the presentation. See <u>Guide</u>, Part III: Cultural Access Resource List for Registry of Interpreters for the Deaf.**

Question: **Sign or oral interpreted lectures and other programs.**
Yes _____
No _____

How often? _____

Question: **Assistive listening system for lectures, films and other programs.**
Yes _____
No _____

Question: **Tours and materials are offered for people with learning and developmental disabilities.**
Yes _____
No _____

Guidance: **Accommodations may include recorded print materials, touch tours, and speaking in short clear sentences. See Guide, Tab 21: Public Information and Outreach; and Tab 22: Access Language and Communication.**

Question: **Docents and volunteers receive regular training on touring individuals/groups with various disabilities.**

Yes _____
No _____

Guidance: **Your Access Advisory Committee and organizations that serve people with various disabilities may assist with the training.**

N. Exhibition Labeling

Question: Signs and labels may be read from a seated position.

They are mounted:

*   **Vertically at the back of the case**

*   **On the outside of the case**

*   **At a slant inside a transparent case**

Guidance: There are a number of factors that contribute to a person's ability to read exhibit text and labels, including viewing distance, viewing angle, lighting, character size, character style, leading, color, and contrast.

Labels and exhibit text should be mounted between 48" and 67" from the floor. Ideal installation height is centered 54" flat against the wall.

See <u>The Arts and 504 Handbook</u>, diagram, page 63.

Question: Labeling is:

*   **In large, clear type with adequate spacing between characters**
Yes   _____
No   _____

*   **Characters are in sans serif or simple serif fonts.**
Yes   _____
No   _____

*   **With high contrast of colors**
Yes   _____
No   _____

*   **On non-glare surface**
Yes   _____
No   _____

Guidance: Print should measure a minimum of 1/4" high (18 point). Size should depend on closest viewing distance. One point equal 1/72". 5/8" high letters may be read comfortably by sighted people at a distance of six feet or more.

A minimum of 70% contrast is considered high contrast. (Black on white is 100% contrast.)

18-Point Print

36-Point Print

When a font that is difficult to read is used to convey a message (i.e., a time period or theme), duplicate text with sans serif or simple serif fonts may be mounted adjacent to it.

Question: **No labels are silkscreened on plexiglass without a screened-on contrasting color background.**
Yes _____
No _____

Question: **Labels are mounted so a person may approach within 3" of the label without encountering a barrier or protruding object or setting off an alarm.**
Yes _____
No _____

Guidance: **Low vision devices (e.g., a magnifier) often require that individuals be quite close to objects.**

Question: **In addition, label text is available on Braille brochure or audio cassette as part of an audio description presentation.**
Yes _____
No _____

Guidance: **The Metropolitan Museum of Arts' forthcoming labeling manual contains detailed guidance on labeling. See <u>Guide</u>, Tab 14: Visual Arts Resource List.**

O. Print Materials

Question: Print materials, including brochures, catalogues, programs, guidelines, and publicity are provided in alternate formats:

* **In large print (18 points or larger)**
  Yes _____
  No _____

* **In sans serif or simple serif fonts**
  Yes _____
  No _____

* **On audio cassette tape**
  Yes _____
  No _____

* **On computer disk**
  Yes _____
  No _____

* **In Braille**
  Yes _____
  No _____

Guidance: **18-Point Print**

Many libraries and organizations serving people with disabilities will produce print materials in alternate formats at minimal cost. See **Guide**, Part III: Directory of Independent Living Programs and other service groups.

Question: Permanent publications are produced and stocked in alternate format.

Guidance: Example:

People who do not use conventional print may obtain copies of this book on computer disk or on audio cassette. Please write or call Name of Organization at 555-1234.

Question: Periodicals such as guidelines and programs are produced in alternate formats on a request basis.
Yes _____
No _____

P. Media

Including film, video, and television

Question: The following services are provided to make audio visual materials accessible:

CC

Open or closed captioning

Yes _____
No _____

t_f

Sign language or oral interpretation

Yes _____
No _____

AD

Audio description

Yes _____
No _____

Guidance: Open captioning is always visible; closed captioning provides the choice of whether or not the viewer wishes to display the captions.

Lighting and placement of interpreter are important considerations. (See <u>The Arts and 504 Handbook</u>, page 49.)

Audio description is generally written, pre-recorded on a separate audio track, and produced with the particular television program, video, or film. Further, it may also be offered live with a particular film, video, television, or slides. This is done in the same way theater performances are audio described and heard by each person wearing an earphone that is connected to a transmitter.

Q. Marketing and Publicity

Question: **The availability of access services are publicized in the following:**

* **Season brochures**
  Yes   _____
  No   _____

* **Press releases, newsletters, subscription series, and other publications**
  Yes   _____
  No   _____

* **Program, playbill, posters**
  Yes   _____
  No   _____

* **Paid advertising**
  Yes   _____
  No   _____

* **Public Service Announcements**
  Yes   _____
  No   _____

* **Radio reading services**
  Yes   _____
  No   _____

* **Computer bulletin boards used by people with disabilities**
  Yes   _____
  No   _____

* **By telephone**
  Yes   _____
  No   _____

* **By TTY (TT/TDD) or relay service**
  Yes   _____
  No   _____

* **Access symbols are used in all print materials to highlight access services**
  Yes   _____
  No   _____

* **Signage with access symbols in the entrance, lobby, and/or reception area**
  Yes   _____
  No   _____

* **Contacting national and local organizations that include/serve people with various disabilities.**

Yes   _____
No   _____

* **Presentations/participation in regional/state/local meetings of cultural, disability, and aging groups**

Yes   _____
No   _____

Guidance: **Public affairs and marketing efforts for people with disabilities should be approached like any other audience development project. Studies show that people who are older and disabled are not only underserved in arts, but are a vastly untapped resource for the cultural community. As with any other underserved population, every effort should be made to reach, interest, and involve the targeted populations in your activities, including identifying the kinds of media they use, and what organizations they belong to or frequent.**

See <u>Guide</u>, Tab 21: Disability Access Symbols Project, and "Advertising Accessibility: Tips for Successful Marketing."

See <u>Guide</u>, resource lists in Tabs 14 and 15, which include organizations that assist artists with disabilities.

Question: **TTY (TT/TDD) number is listed wherever the organization's phone numbers are listed, including on letterhead, in programs, and in phone directories.**
Yes   _____
No   _____

Question: **Provide an access brochure that describes services for people with disabilities.**
Yes   _____
No   _____

Guidance: **Access brochures are helpful to many and highlight the wide variety of services offered. However, it is not a substitute for advertising in the multiple media.**

Question: **Staff are aware of all access services and can answer questions accordingly.**
Yes   _____
No   _____
Guidance: **See <u>Guide</u>, Tab 13: Education.**

See <u>The Arts and 504 Handbook</u>, "Staff Training," page 87.